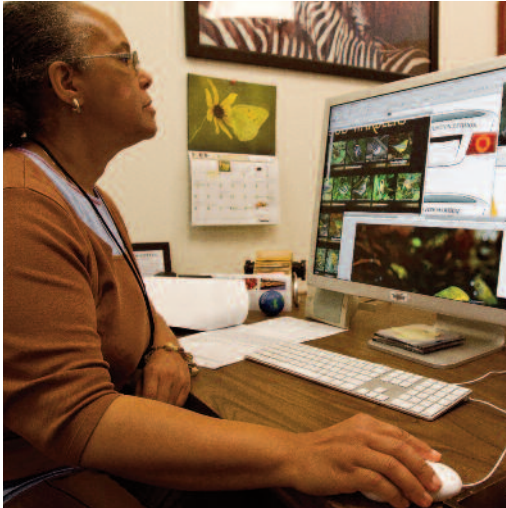


CMS Connection

March 2015 • Volume 1, Issue 1



Message from the Acting Director

Welcome to the inaugural issue of CMS Connection, a regular bulletin with updates from the Illinois Department of Central Management Services, the state's main administrative agency. We started CMS Connection to keep you up to speed on programs and services available through CMS, as well as to outline some of the department's most important goals, challenges and advancements.

CMS is charged with a significant mission: ensuring the accountable, efficient, transparent, and effective delivery of a broad range of programs and services to state agencies, the Illinois business community, local governments, and the citizens of Illinois, while maintaining the lowest impact on taxpayer dollars. We fulfill that important responsibility best when all lines of communication are open. In our inaugural issue of CMS Connection, we hope to provide an overview of the core functions carried out by the agency so that you may gain a better understanding of CMS and the services we provide to improve state government operations.

Your comments and critiques are always welcome and necessary in order to ensure this newsletter serves the audience in the best way possible. We also encourage you to share this newsletter with your colleagues and contacts who may be interested in the information provided. With your support and participation, we can ensure that the CMS mission is more successful, and that transparency and customer service are two of our greatest strengths.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Tyrrell'.

Tom Tyrrell, *Acting Director*
Illinois Department of Central Management Services



State of Illinois
Central Management Services

CMS Illinois Department of
Central Management Services

CMS Connection

CMS at a Glance

CMS works hard to save taxpayer money by doing more with less. This approach enables our client State agencies to focus their energies and resources toward their core missions. CMS utilizes various bureaus and programs that specialize in central functions to reduce cost, increase transparency in services, and improve government accountability in serving citizens.

The **Bureau of Administrative Operations** oversees the general management of the agency. The different areas of administrative management include the following: Director's Office, Legal Services, Governmental Affairs, Internal Audit, the Office of Finance and Management and the Vendor Payment Program.

The **Bureau of Benefits** administers a Group Insurance Plan for state and local government employees, retirees, and dependents; as well as, retirees and dependents of community colleges and downstate public school districts. The bureau also administers a Deferred Compensation Plan for state employees. It also administers risk management programs for workers' compensation, auto liability, and representation and indemnification.

The **Business Enterprise Program** promotes the economic development of businesses owned by members of minority groups, females, persons with disabilities and veterans by providing access and assistance in the procurement process for contracts from state agencies and universities.

The **Bureau of Communications and Computer Services** manages the planning, sourcing, maintenance, and delivery of voice, data, wireless, video, Internet, and telecommunications services to state government agencies, boards, commissions, and state supported institutions of higher education in Illinois; as well as other governmental and some non-governmental entities.

The Bureau of Information Services, also known as the **Illinois Office of Communication and Information**, oversees critical functions related to media communications both within and external to state government.

The **Bureau of Personnel** is responsible for recruiting, counseling, and assessing the qualifications of candidates for state employment. It helps to develop and administer the State's Personnel Code, Personnel Rules, Pay Plan, and Position Classification Plan. The bureau also establishes and implements classification and compensation standards, employee and agency transactions, payroll certification, and administration of the Rutan Supreme Court decision.

The **Bureau of Property Management** manages real and personal state property to optimize utility and prevent waste. This includes space planning, lease procurement, energy management, preventative maintenance scheduling, procurement or disposal of property.

The **Bureau of Agency Services** oversees surplus property, including federal, state, and the Law Enforcement Support Office, also known as LESO. The bureau oversees the Division of Vehicles that maintains the state vehicle fleet. It manages statewide print operations. The bureau also oversees I-Cycle, the state of Illinois' recycling program.

The **Bureau of Strategic Sourcing** encourages joint purchasing by local governments off state contracts. The bureau works collaboratively with the Chief Purchasing Officer in the sourcing of critical State needs, encourages contracting for goods and services from qualified sheltered workshops, and provides meaningful employment opportunities for persons with disabilities and offers training opportunities for these individuals.

Office of the Director

Tom Tyrrell

Acting Director: (312) 814-2648

For more information on this newsletter or any other CMS initiatives, contact:

Meredith Krantz • Public Information Officer: (312) 814-8193

Wendy Butler • Director of Governmental Affairs: (217) 785-1941